Office Assistant (31-106-1)
Technical Diploma
Effective 2024/2025

The course sequence shown on this sheet is the recommended path to completion. Courses will be scheduled in the terms indicated here.
All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan.
Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.).

O = Online, F=Fall, S=Spring, SU=Summer

Term	Course #	Cr.	Course Title	Requisites (prereq- before/ coreq-with)	O
1	890-155	1	⚲ Gateway to Success (G2S)		F
1	*106-137	3	🎓Keyboarding Applications[2]		F
1	801-136	3	English Composition 1[1,2]	Prereq: 831-103 OR 851-757	F
2	*106-026	3	Business Publications	Prereq: 106-137	S
2	*106-030	3	Word Processing for Business	Prereq: 106-137	S
2	804-135	3	Quantitative Reasoning[1,2]	Prereq: 834-109	S
3	*106-021	3	Business Office Fundamentals		SU
3	*106-028	3	Office Technologies Essentials		SU
3	801-196	3	Oral/Interpersonal Communication		SU
4	*106-019	1	Admin. Services Internship I	Prereq: Instructor Consent; 106-137; Coreq: 106-024; 804-135; 801-136	F
4	*106-024	3	Professionalism in Business		F
4	*106-025	3	Spreadsheets for Business	Prereq: 106-137	F

Minimum Program Total Credits Required: 32

Students interested in continuing into the 10-106-6 Administrative Professional program can earn their associate degree by completing an additional 28 credits. Please see your academic advisor for details.

Notes associated with courses (identified by a superscript number at the end of the course title) are located on the back of the sheet.
⚲Mastery of this course will put students on a path to achieve successful degree completion, on-time graduation, and enrich the college experience. Students are required to take this course in their first semester of enrollment. Please see an advisor for details.
🎓 = Milestone Course. Faculty have identified this course as providing a strong foundation for success throughout the program.
(*) indicates students must achieve a minimum of 2.0 ("C") or above for these major courses to meet graduation requirements.

Office Assistant (31-106-1)
Office Assistant prepares individuals to fulfill the role of an office generalist. Participants will develop skills in keyboarding, filing, business mathematics, records control, and customer service. Office Assistant graduates will develop the computer skills necessary to succeed in the office environment. Participants will be given the opportunity to visit and observe area office assistants in action.

Program Learning Outcomes
Graduates will be able to:
1. Perform accurate workplace communications.
2. Use technology skills for business tasks.
3. Perform routine office procedures.
4. Demonstrate professionalism and effective workplace relationships.

Essential Career Competencies
Gateway's six essential career competencies are the general attitudes and skills promoted and assessed by all programs. All Gateway graduates will develop skills in:

- Communication Competence
- Professionalism and Career Management
- Cultural Competence
- Critical Thinking and Problem Solving
- Teamwork and Collaboration
- Technology Competence

Admission Requirements
1. Students must submit an application and pay $30 fee.
2. Students must meet one of the following: minimum cumulative high school GPA of 2.6 (unweighted); earned at least 12 college credits with a minimum GPA of 2.0; or complete valid reading, writing, and math placement assessments.

Graduation Requirements
1. Minimum 32 credits with a cumulative GPA of 2.0 or above.
2. *Minimum grade of 2.0 ("C") or above for these major courses.
3. Complete 890-155 Gateway to Success (G2S) in the first semester.

For a complete list of Graduation Requirements, check the Student Handbook or Graduation Requirements.

Notes
1. Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.
2. A credit for prior learning assessment is available for this course. For more information, please contact cfpl@gtc.edu.